



MILE SQUARE EARLY LEARNING CENTER
ESTABLISHED SINCE 1979

**ENROLLMENT APPLICATION
AND EMERGENCY CONTACT INFORMATION**

STUDENT INFORMATION

Date of Birth _____ **Sex:** _____

Full Name: _____

Child's Address _____

Street _____ City _____ State _____ Zip _____

Before School : _____ **After School** _____ **Both** _____

FAMILY INFORMATION

Child's Lives With: _____

Custody: Mother _____ Father _____ Both _____ Other (specify) _____

| | |
|-------------------|-------------------|
| Mother's | Father's |
| Name: _____ | Name: _____ |
| Address: _____ | Address: _____ |
| Home Phone: _____ | Home Phone: _____ |
| Employer: _____ | Employer: _____ |
| Address: _____ | Address: _____ |
| Work Phone: _____ | Work Phone: _____ |
| Cell # _____ | Cell Phone# _____ |
| Email: _____ | Email: _____ |

Siblings and their ages: _____

MEDICAL INFORMATION

Please list allergies, special medical, dietary needs, or other areas of concern:

CONTACTS

Your child(ren) will be release to the custodial parent or legal guardian and the persons listed below. The following people will also be contacted and are authorized to remove the child from the facility in case of illness, accident or emergency, if for some reason the custodial parent or legal guardian cannot be reached.

EMERGENCY CONTACTS (In case parents cannot be reach)

| Name: | Home Phone | Work Phone | Cell Phone |
|-------|------------|------------|------------|
| | | | |
| | | | |

PICKING UP LIST (Other than parents)

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Signature of Parent/Guardian _____ **Date**

FOR OFFICIAL USE ONLY

Date of Enrollment: _____ **Termination Date:** _____



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CONSENT FOR CHILD'S EMERGENCY MEDICAL TREATMENT

I, _____, hereby give my consent for emergency medical
Parent Name
treatment of the child or children listed below to duly licensed medical doctor while under the care
of MILE SQUARE EARLY LEARNING CENTER. (Child Care Provider).

This medical care may include physical examinations and any necessary tests which, in the
opinion of the physician, are deemed necessary and/or advisable.

This does not include the right to perform surgical operations without my further consent, except in
the case of an emergency and when after an effort has been made to locate me, I am found to be
unavailable.

I, _____, hereby give the staff of MILE SQUARE
Parent Signature
EARLY LEARNING CENTER, permission to provide minor medical treatment for my child while
under the Center's care.

Child's Name: _____

Parent's Signature: _____

Home Address: _____

Telephone #: _____ Cell # _____

Doctor's Name: _____ Telephone # _____

Doctor's Address: _____



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10:122-6.8 (g)

Parent/Community Participation

PERMISSION FOR WALKING TRIP

I hereby give permission for my child _____ to participate in walking trips within the center's neighborhood. I understand these walks:

- Do not involve entrance into any facility; or
- May involve entrance only in the following facilities:

Local parks, walks around the school radius, and the route of any walking trip involves no known safety hazards.

Parent's Signature: _____

Date: _____



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**Department of Children and Families
Office of Licensing
Information to Parents**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C.10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with these requirements by reproducing and distributing to Parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing Law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety: staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements, parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at www.state.nj.us/dcf/providers/licensing/laws/index.html or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free 1(877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State Licensing Inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at https://data.nj.gov/childcare_explorer.



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Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement for philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent form from parents before taking a child on each trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:15-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's product list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <http://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State Law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE / (877) 652-2873.

Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

Parent/Guardian Signature

Date



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Photo Consent Form

I, (print name) _____, parent/guardian of _____ hereby:

_____ I GRANT permission to my child's photo/image and name to be published in School Website, Educational Materials, News releases and/or social media, and Newsletters and/or BOE News Paper (this **excludes** photos taken for classroom purposes). Please note, you are authorizing the use of these images without compensation. All negatives, prints, digital reproductions shall be property of Mile Square Early Learning Center.

_____ I DO NOT GRANT permission to my child's photo/image and name to be published in School Website, Educational Materials, News releases and/or social media, and Newsletters and/or BOE News Paper (this **excludes** photos taken for classroom purposes).

ClassDojo is a communication app for the classroom. It connects teachers, parents, and students who use it to share photos, videos, and messages through the school day. They use ClassDojo to work together as a team, share in the classroom experiences, and bring big ideas to life in their classrooms and homes.

___ I DO GRANT permission to my child's photo/image and name to be published in ClassDojo

___ I DO NOT GRANT permission for my child's photo/image and name to be published in ClassDojo

In compliance with our social media policy, we ask that parents refrain from photographing or uploading pictures or content including anyone else's child/children.

Child's name (print) _____ Class Teacher: _____

Signature of Parent/Guardian (sign) _____

Date: _____



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Social Media Policy

The following social media policy applies to families and all visitors to Mile Square Early Learning Center.

The policy includes but is not limited to the following:

- Social networking sites (e.g. Facebook, Snapchat, Instagram, etc.)
- Blogs
- Discussion Forums
- Media Sharing service (eg: YouTube)
- Micro blogging (eg: Twitter)

It is an essential part of our duty to safeguard our children and maintain privacy and security for all of the families here at Mile Square, therefore we require that:

- Photographs taken in the school setting or at any special school events should not be posted for public viewing, except those of your own child/children. Parents are advised that they do not have the right to photograph anyone else's child or to upload photos of anyone else's child/children. (Please note this excludes photos taken by staff for the children's use, or for display in the school setting.)
- We ask that parents and family alike refrain from public discussion on social media sites regarding any child, staff member or family in the Mile Square program that may be construed to have an impact on the reputation of or would offend any staff member or parent in our program.
- Under no circumstances is a staff member to share personal contact information, such as any phone numbers or personal emails with any parents with whom they act in a professional capacity.
 - If you are requesting or sharing any information regarding your child within the classroom, please refer to your assigned family advocate.
- Staff will observe confidentiality and refrain from discussing any issues related to school/work.

We ask that all staff and families remember that information sent through the web is never completely secure and that we act and always use "good judgment".

Child's name (print) _____ Class Teacher: _____

Signature of Parent/Guardian (sign) _____ Date: _____



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SAFE LEARNING ENVIRONMENT POLICY

NAME OF CENTER: MILE SQUARE EARLY LEARNING CENTER
NAME OF CHILD: _____
SIGNATURE OF PARENT: _____ DATE: _____

Young children sometimes present challenging behaviors as they learn to interact appropriately with their peers and the various adults in an educational setting. Mile Square Early Learning Center is committed to using positive strategies when teaching young children how to manage and regulate their own behavior.

The types of positive behavioral techniques to be used by all staff are included in the general category of guiding and managing the behavior of children in the classroom. They include but not limited to, the following list:

1. Using praise, encouragement, and other means of recognizing appropriate behavior. Clearly stating behavioral expectations in a warm classroom environment and stating those expectations on a daily basis to reinforce rules.
2. Teaching children positive social skills including conflict resolution, through direct teaching, modeling, and using practice with peers.
3. Providing children with alternative choices, redirecting away from inappropriate behaviors, and avoiding power struggles with children whenever possible.
4. Developing classroom rules at the beginning of the program year that are clear and consistent and reintroducing them as new children enroll.
5. Rules are posted in classroom and will include pictures as much as possible.

However, occasionally, young children may present unsafe behavior in an educational setting, with the potential to hurt themselves or others. Some examples include, but are not limited to:

- Biting
- Fighting with students and/or staff members
- In addition, should another child be affected by the incident a report will be done for that child as well. Due to privacy considerations children's names are not shared.
- Inappropriate Language topics including, but not limited to, talking about killing or hurting other people, explicit/sexually inappropriate language are unacceptable.

In these circumstances, a child may need more intensive strategies to help them learn appropriate behavior.

The Requirements for the Safe Environment Policy Practices differ slightly depending on the requirements of the funding source, age of the child, program resources and guidelines.

Process For The Hoboken Early Childhood Program at Mile Square-

After consultation with the Master Teachers, PIRT, and Child Study Team, the staff may supplement the above strategies with one or more of the following interventions. These strategies attempt to link the inappropriate behavior to the loss of privileges, objects, or activities. Examples of such consequences may include, but are not limited to:



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- Acknowledge the child's feelings and ask how the teacher can help him/her
- FIRST/THEN prompts – having child FIRST do designated task and THEN do the activity he/she desires
- Natural Consequences – explaining that when he/she hits other children, that child may not want to play with him/her

Unfortunately, inappropriate behavior and questionable language may be dangerous and/ or may occur with little warning. Intervention for the child will not exceed gentle but firm guidance, holding a child only long enough to get him/her to a safe place to calm down.

If such a situation occurs, staff will contact the child's parent in writing and/or via a phone call to explain the incident. A meeting with the parent will be arranged immediately to develop a behavioral plan. Furthermore, behavior that is chronically inappropriate may indicate the need for further intervention such as:

- Referral to district Board of Education to determine eligibility for special services through school district (i.e. PIRT – Preschool Intervention and Referral Team)
- Home to school communication (daily journal)
- Shortened classroom hours or exclusion from Wrap Services for the child to be determined by the Child Wellness Team (including PIRT)
- Daily parental assistance in the classroom by the parent of the child in need of the intervention
- Request for the Board of Education to provide one-on-one support/aid

Process For Rue Infant Toddler and Transition Programs at Mile Square-

- Staff will try to redirect child from inappropriate behavior
- Staff will reassess classroom environment, activities, and supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Child will be given time to regain control
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given written copies of the inappropriate behaviors that might lead to expulsion
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors
- The parent will be given literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation on premises
- Recommendation of evaluation by local district child study team

Note 1: Please keep in mind that each child is entitled to confidentiality; and we will maintain these standards by addressing incidents separately with each family.

Note 2: Our Safe Environment Policy mirrors Expulsion Policy defined in N.J.A.C. 3A:52-3.6 required by the NJ Office of Licensing. This policy is meant to inform parents of the center's policy on the expulsion of children from enrollment. We support a softer approach, whenever possible, than the state policy that falls within the guidelines; however, the safety of all children and adults is paramount and children will be separated if all else fails...

Note 3: A child will not be denied services if a parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
- Reported abuse or neglect at the center
- Questioned the center regarding policies and procedures
- Without giving the parent sufficient time to make other child care arrangements